



FRED HESSE, JR. COMMUNITY PARK

29301 Hawthorne Boulevard, Rancho Palos Verdes, CA 90275

Phone 310-541-8114

FAX 310-544-5981

Business Hours: Monday-Friday, 9 am to dusk; Saturday & Sunday, 10 am -dusk

General Rental Information:

Hesse Park provides a beautiful setting for your special occasion. The informal park setting provides you with the opportunity to customize your event to match your personal style and budget. You may bring in your own caterer; DJ, musicians, or entertainers; dishes and linens; event planner, decorators, and florist. Please note that open flames, confetti, rice, and bird seed are not allowed at this site. **You are responsible for all event setup and cleanup, including tables and chairs, and the rental time must include the time required to accomplish this.** Audio/video equipment is not available for use unless pre-approved by the Park Supervisor. Non-profit groups may contact the Park Supervisor at 310-544-5268 for relevant fees.

The following indoor facilities are available to rent:

McTaggart Hall:

- Use of wet bar, couch and end tables, small outside patio
- Maximum of 150 people; room is carpeted
- Non-Resident: \$137 per hour; RPV Resident: \$59 per hour

Activity Room:

- Use of sink and counter, adult tables/chairs and tot tables/tot chairs
- Maximum of 40 people; room has colored concrete floor
- Non-Resident: \$88 per hour; RPV Resident: \$42 per hour

Fireside Room:

- Use of counter, couches and end tables, fireplace, outside patio
- Maximum of 40 people; room is carpeted
- Non-Resident: \$88 per hour; RPV Resident: \$42 per hour

Please note: In order to qualify for the discounted RPV room rate, renter must provide proof of RPV residency; all payments and insurance must be in renter's name.

Tables and chairs are included in the cost of room rental:

- Rentals include use of banquet tables (8 ft. by 30 inches) and card tables (3 ft. by 3 ft.)
- Approximately 18 banquet tables and 18 card tables are available.
- Approximately 150 chairs are available for use.
- You may choose to rent tables and chairs for the event. Be sure to arrange for drop off and pick up during your rental time, as no overnight storage is available.

Kitchen facilities may be available for rent, if another group is not already renting the kitchen that day:

- Kitchen rental must accompany rental of one or more of the rooms. Fee is \$85 per rental.
- Renter has use of all kitchen facilities including microwave, stove, refrigerator, freezer, dishwasher and sinks and counters. Kitchen only available during rental time.

Dance Floor is available for use at the facility:

- If you plan to have dancing in one of the carpeted rooms, a dance floor is required. Fee is \$260 per rental.
- Parquet wooden dance floor is 12 feet by 12 feet.
- Park staff will set up and put away the City's dance floor.
- You may choose to rent a dance floor from a rental company. Be sure to arrange for drop off and pick up during your rental time, as no overnight storage is available.

Additional Staff Fees may apply:

An additional staff fee of \$18 per hour will be charged for room rentals scheduled Monday through Friday, before 9 am or after 5pm, and Saturday and Sunday before 10 am or after 5 pm.

Security Deposit – Cancellation Fee – Refund Policy:

A \$300 security deposit is required for all room rentals. The deposit will be fully refunded if renter adheres to the hours on the contract, and rental area is cleaned with no damage to the facilities. **In order to qualify for a full security deposit refund, the facility must be cleaned and returned to the condition in which it was found. Renters must clean sinks, counters and tables, mop and vacuum, pick up trash and empty trash containers into the dumpsters provided. If you rented the kitchen, all appliances must be cleaned, the floor must be mopped, and all food must be removed from the refrigerator and freezer. All tables and chairs must neatly stacked and returned to their original location.** Refunds check will be mailed approximately four to six weeks after the event. If renter cancels the event, or changes the rental date once the deposit had been paid, written notice must be received at least 30 days before event date. If less than 30 days written notice is received, the entire deposit may be forfeited. **All cancellations are subject to a \$50 fee.**

Liability Insurance Requirements for all rentals:

The City requires an Insurance Certificate and Additional Insured Endorsement page(s) naming the City of Rancho Palos Verdes additionally insured for \$1,000,000 single-limit liability. If you are serving liquor at the event, you will also need a liquor liability endorsement naming the City additionally insured. You can purchase insurance through the City's vendor, or check with your homeowner insurance company for a certificate of insurance, additional insured and liquor liability endorsements naming the City additionally insured for \$1,000,000 single-limit liability coverage. If purchasing insurance through the City's vendor, the following fees apply:

- For events with attendance of 100 people or less, the basic premium is \$81. If you will be serving liquor, the total premium is \$141.
- For events with attendance of 101 people or more, the basic premium is \$113. If you will be serving liquor, the total premium is \$173.
- Certain types of events, such as special celebrations, reunions, dances, corporate events, and political rallies, where liquor is being served are considered high risk by the City's insurance vendor. **Serving of liquor at these events must be pre-approved by the insurance company and the premium is t more.**

Amplified music is allowed indoors only during rentals. Please read our A/V equipment policy:

Amplified music may begin at 11:00 am and must end by 10:00 pm. No amplified sound is allowed outside the building on the patios or park grounds. **No audio/video equipment is available for use unless pre-authorized by the Park Supervisor.**

Signed rental contract and security deposit are required to secure a specific rental date:

Please call park staff to find out what time the facility is available on your requested date. Also, please be sure to include the time you will need for setup and cleanup. You will need to schedule your party to end by 10:30 pm or 11:00 pm, so you will be ready to vacate the premises by midnight.

Payment Options:

Payment of rental fees may be made by personal check, cashier's check, money order or credit card when renter is paying more than 30 days prior to rental date. Please note that cash is not accepted for rental payments. **If payment is made less than 30 days before rental date, only money orders, cashier's checks, or credit card will be accepted.** Please make all checks payable to: *City of Rancho Palos Verdes.*

Mailing Address for all payments and written correspondence:

RPV Recreation and Parks Dept., Attn: Hesse Park, 30940 Hawthorne Blvd., RPV, CA 90275